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Job details

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Bulletin Number 55330BR

Type of Recruitment Transfer Opportunity

Department Mental Health

Position Title INFORMATION SYSTEMS ANALYST II

Filing Type Open Continuous

General Information **DO NOT APPLY ONLINE**

Interested applicants should submit their resume, last two performance evaluations, and last two years time record to:

Presley Becerra
695 S. Vermont Ave 6th Floor
Los Angeles, CA 90005
Email directly to: pbecerra@dmh.lacounty.gov
Fax: (213) 251-6644

All materials submitted will be evaluated. Only the most qualified individuals will be invited to participate in an interview.

Requirements All interested permanent County of Los Angeles employees who have passed their initial probationary period and currently hold the payroll title of Information Systems Analyst II or be reachable on a current Information Systems Analyst II list.

Desirable Qualifications

- Experience with IBM Cognos and SAP Crystal reporting software
- Experience with Microsoft SQL Management Studio, and MS Access
- Strong analytical skills to develop new reports, monitor data refreshes, and troubleshoot reported issues
- Ability to communicate effectively to gather business requirements
- Ability to help customers that need technical assistance
- Ability to work independently, multi-task, meet project deadlines, and follow through on instructions
- Ability to provide trainings/demos in person or via WebEx

Duties

- Create and maintain reports, graphs, cubes, and dashboards
- Analyze, update, and edit source database tables
- Gather requirements for new reports from DMH staff
- Provide customer service to DMH staff and Non-governmental Agencies who need technical assistance

Vacancy Information The Central Information Office Bureau (CIOB) Data Management and Business Intelligence Division is seeking an Information Systems Analyst II to join the Reporting Unit staff to help fulfill its duties to provide reporting and data solutions for DMH staff and Non-Governmental Agencies (NGAs). The candidate will develop new

reports to support the Integrated Behavioral Health System (IBHIS) as well as provide technical support for existing reports for the Integrated System (IS) and data extracts provided to NGAs.

Vacancy Location: CIOB 695 S. Vermont Ave 6th Floor, Los Angeles, CA 90005. 9/80 and 5/40 work schedules.

Available Shift Any
Contact Name Presley Becerra
Contact Phone (213) 251-6644
Contact Email pbecerra@dmh.lacounty.gov
**California
Relay Services
Phone** 800-735-2922
Job Field Information Technology
Job Type Technicians

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